CALIFORNIA AIR RESOURCES BOARD

CALIFORNIA REFORMULATED GASOLINE
ELECTRONIC REPORTING USER'S GUIDE FOR IMPORTERS

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OBJECTIVE

To assist importers of California Reformulated Gasoline (CaRFG) in complying with the reporting requirements of the CaRFG Regulations.

INTRODUCTION

This user's guide provides importers of CaRFG (finished gasoline or CARBOB) with standardized notification forms and information about e-mailing their notifications to the California Air Resources Board (ARB).

Through the use of these spreadsheets, the information required by the regulation can be sent to ARB electronically for electronic downloading into ARB's tracking system. This procedure expedites data handling and reduces or eliminates data entry errors. Therefore, ARB encourages all importers of CaRFG to use electronic reporting.

This user's guide (Revision: May 12,2011) and the three Excel files listed below pertain to the *California Procedures for Evaluating Alternative Specifications for Phase 3 Reformulated Gasoline Using the California Predictive Model* amended August 7, 2008 as a result of the amendments to the CaRFG regulations effective on August 29, 2008.

These Excel files comply with the requirements effective December 31, 2009.

PROCEDURE

The following spreadsheets are available to the importers.

1. Importer CARBOB Predictive Model (Single Certification)
2. Importer CARBOB Predictive Model (Dual Certification)
3. Importer Final Product Predictive Model (Single Certification)

Each file contains several worksheets. The worksheets that are assigned for entering data and to report to ARB are visible to the user. The remaining

worksheets that compute the emissions calculations and model predictions are hidden from view.

In general, the user chooses the appropriate spreadsheet and enters the information about the fuel into the worksheets. If the Predictive Model calculations state that the fuel "PASSES" the emissions criteria, the user creates an e-mail notification and sends it to ARB. The e-mail notification consists of the **Import Report** and the **PM Flat Batch (Report).**

HOW TO FILL-OUT THESE FORMS

Open the appropriate file for the final product or CARBOB gasoline you need to report. Answer the questions and type in the data for your final product or CARBOB gasoline in the **PM input** worksheet or the **CARBOB input** worksheet (respectively). The cells colored yellow represent information required by the CaRFG regulations; the cells colored blue are optional information.

The Predictive Model will calculate the expected emissions from the candidate fuel and state if the fuel "PASSES" or "FAILS" the emissions criteria. If the fuel passes, proceed to the **Import (Report)** worksheet and fill out the remaining information.

Overwrite the first two rows with your company name and address. ARB assigns the facility code, please call Luz Amanda Ciccarelli to obtain your ARB code.

Note: If your EPA facility ID number starts with zero enter a single quote first (example: '05205), otherwise the zero will be left out when the ID number is transferred onto the data form and the database will reject the notification.

When filling out the **FIRST** notification, enter "Y" into cell E9, make sure cell J11 is empty (has no data). Skip the notification ID number and proceed. The Notification ID Number will be automatically assigned for this import notification in cell J9 when you enter the date and time of notification.

The date and time must be entered in the specified format **(mm/dd/yy)** and **(hh/mm)** respectively. Use the comment line to provide ARB any information you consider important or for a brief explanation of a correction. Proceed and finish filling out the form.

When filling out the **FINAL** notification for this import, enter "N" into cell E9. Type in the Notification ID Number (the same ID number assigned on the FIRST notification for this import) into cell J11. ARB uses the Notification ID Number to link the FIRST notification to the FINAL notification.

This form allows the reporting of only six tanks or compartments at a time, providing that the fuel in all tanks complies with the same PM.

Note: The fuel information you already entered into the input section of the PM is automatically copied into the respective cells of the **PM Flat Batch (Report)** worksheet. If you wish to change the fuel information, do it on the input data worksheet.

> Importers that have a Protocol with CARB: Each importer of CaRFG that has a Marine Vessel Protocol or a Cargo Tank Truck Protocol with ARB is required to send a **FIRST** and a **FINAL** notification to ARB. The FIRST notification must be sent five days before the import arrives at the receiving terminal.

> CARBOB Model – Ethanol volume percent: When using the CARBOB model spreadsheet, the value for the "Ethanol vol%" is defined as the volume of the denatured ethanol divided by the volume of the finished gasoline after the denatured ethanol is added.

HOW TO SAVE THESE FORMS

To save these forms:

1. Left-click on the **Import Report** worksheet. Notice that the tab for the worksheet is highlighted in white (as opposed to gray) at the bottom.

2. Highlight also the **PM Flat Batch (Report)**. Do this by putting the cursor on the tab at the bottom of the PM Flat Batch Report worksheet, press and hold the **Control Key** and left-click the mouse at the same time. The two worksheets should now be highlighted

3. Put the cursor on of the highlighted name (in the white tab) form and right-click your mouse. A window with different options opens up. Click on the option "Move or Copy". In the Move or Copy window choose "new book" and click OK. Now you have created a new file that contains only the form worksheets that you move to the new book. Now, when this file is attached to your e-mail to ARB, you will be sending only two pages of forms instead of the entire Excel spreadsheet.

4. Go to **Save As**, and save the file by using the file-name format shown below: (NOTE: If the file-name format for your company does not appear below, please call Luz Amanda Ciccarelli at (916) 327-2942 to receive your format.)

5. It is very important to use this file-name format to facilitate the filing of your data in ARB's database.

Importer Name-Import-Vessel Name-FIRST or FINAL, Notification ID # …

Examples of **file-name** formats:

Trafigura-Import-Vessel Name-**FIRST**-ID # 200503

Trafigura-Import-Vessel Name-**FINAL**-ID # 210303

BP West Coast-Import-Vessel Name-**FIRST**-ID # 220403

West Port Petroleum-Import-Vessel Name-**FIRST**-ID # 250403

6.   If there is a need to send ARB a revision to a previously submitted notification, please type **(REVISION)** after the ID number in the file name.

For example:

Trafigura-Import-Vessel Name-**FIRST**-ID # 200503 (REVISION)

E-MAILING YOUR NOTIFICATION TO CARB

CARB has established a new e-mail address exclusively for Import notifications. Imports of CARBOB and Diesel notifications must be sent to:

importnotification@arb.ca.gov

In the event that you are not successful in e-mailing to the new e-mail address above, Luz Amanda Ciccarelli's e-mail address still available.

lciccare@arb.ca.gov

(Please note that the first letter in Luz Amanda's address is a lower-case "L", not a capital "I")

The 3rd option is to send the notification via fax: (916) 445-0885 or (916) 324-6241

And, the 4th option is to leave a voice mail in Luz Amanda's phone number: (916) 327-2942 with all the required information.

<p style="text-align: center;">**ADDITIONAL INFORMATION**</p>

TANK NOTIFICATIONS

CARB also established an e-mail address exclusively for tank designation notifications.

Tank designation notifications must be sent to:

tankdesignation@arb.ca.gov

DIESEL NOTIFICATIONS

CARB also established an e-mail address exclusively for diesel notifications.

Diesel notifications must be sent to:

dieselnotification@arb.ca.gov

SUBJECT TITLE FOR THE E-MAIL

To facilitate ARB's internal handling of your e-mail messages, please use the following **Subject Line** format in your e-mail: (NOTE: If the Subject Line format for your company does not appear below, please call Luz Amanda Ciccarelli at 916-327-2942 to receive your format.)

Importer Name, Type of Gasoline(CARBOB or CARB), FIRST or FINAL, Notification ID # …

Examples of **e-mail title**:

BP West Coast, CARBOB, FIRST, Notification ID # 210403

Trafigura, CARBOB, FINAL, Notification ID # 200503

West Port Petroleum, CARB, FINAL, Notification ID # 250403

If there is a need to send ARB a revision to a previously submitted notification, please type **(REVISION)** after the ID number in the Subject Line.

For example:

Tesoro, CARB, FINAL, Notification ID # 230503 (REVISION)

E-MAIL RECEIPT CONFIRMATION

ARB understands that most e-mail programs/systems have a means for the e-mail sender to receive confirmation that his/her e-mail message was successfully delivered to the recipient e-mail server and a second confirmation that the recipient (Luz Amanda Ciccarelli) received the e-mail message. If you wish to receive such confirmation, please check with your e-mail program or provider for the correct settings for your computer. ARB will work with you in whatever way we can to help you set-up and test this confirmation mechanism before you put it into official use.

E-MAIL SECURITY

ARB also understands that most e-mail programs/systems have a means to secure e-mail messages with a password. If you wish to password-protect your e-mail messages, please contact Amanda at (916) 327-2942 and give her the password to open your e-mail messages once they arrive at ARB. This password will remain confidential between Amanda and your e-mail sender.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that is stamped when you send your e-mail will be treated as the reporting date and time. Thus, to comply with this requirement of the regulation the start of transfer date and time must be **AFTER** this reporting time.

Notes:

1. The date must be entered in the following format: dd/mm/yy, example: 15/05/11 for May 15, 2011. After you enter the date, the spreadsheet will automatically change it into the appropriate format for ARB use.

2. The time must be entered in the military time format hh/mm example: 15:35 for 3:35 p.m. **DO NOT** enter a.m. nor p.m. the database will reject the notification.

DEFENSE AGAINST LATE OR "NOT RECEIVED" E-MAIL MESSAGES

A question has been asked regarding how an importer can defend against the fact that it sent an e-mail but ARB did not receive it and has no record of it in ARB's e-mail system. In the past, ARB has accepted fax transmission documentation that a fax was sent to ARB even though ARB did not receive the fax. We anticipate that we will accept e-mail transmission documentation provided by the importer if Amanda does not receive the e-mail. However, ARB retains the right to investigate

and perhaps not accept the company's e-mail transmission documentation if ARB has reason to suspect the validity of that documentation.

ARB'S E-MAIL SYSTEM

ARB's e-mail program is Microsoft Office Outlook 2010.

SENDING A REVISION

If you need to revise a notification that has already been sent to ARB, please include in the e-mail a brief paragraph explaining the incident that has led to the revision and specify the data you wish to revise. The data you are revising should also be included in the comment line of the report form. The word **(REVISION)** should follow the batch # in the name of the file and in the title for the e-mail.

As our normal procedure, a letter addressed to Mr. Steve Brisby, Manager, Fuels Enforcement Section should be sent to ARB. This letter should more fully explain the incident that led to the revision, the incorrect and correct data and the procedures that the importer is implementing to prevent these errors from occurring again. Please send letters by e-mail to Mr. Brisby at sbrsiby@arb.ca.gov or by mail to:

1001 I Street
P.O. Box 2815
Sacramento, CA 95812

LET US KNOW IF WE CAN HELP

If you need any assistance with this procedure, please call Luz Amanda Ciccarelli at 916-327-2942 or send her an e-mail to lciccare@arb.ca.gov